CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INFORMATION SYSTEMS ANALYST I

Note: Formerly ASSISTANT DATA SYSTEMS COORDINATOR

DEFINITION:

Under general supervision, to coordinate the development, testing, implementation and modification of department information systems of average complexity, utilizing in-house staff, San Diego Data Processing Corporation or private computer vendors as resources; to provide hardware/software technical support to end users in the day-to-day operation of systems of average complexity; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class in the Information Systems Analyst series. Most positions are classified at the Information Systems Analyst II level, which is the fully experienced or journey-level class. In a training capacity, positions may be underfilled with Information Systems Analyst I in accordance with the City's Career Advancement Program. This class is distinguished from the next higher class, Information Systems Analyst II, in that Information Systems Analyst I typically design, implement, and maintain automated information systems of a narrower scope and receive more direction and guidance in their assignments.

* EXAMPLES OF DUTIES:

- In a training capacity, reviews and evaluates requests to automate manual procedures;
- Defines user requirements; assists in and prepares cost/benefit analyses for new systems to be developed;
- Justifies and prioritizes new system development and/or software and hardware enhancements to existing systems;
- Analyzes the impact of new automation on existing systems;
- Coordinates and participates in the analysis, design, implementation, and integration of new systems and applications;
- Develops minor computer applications using various generation programming languages or off-the-shelf software;
- Reviews and recommends changes in existing and proposed systems to reduce duplication of effort, resolve conflicts in system requirements, and broaden the potential application of systems;
- Compiles and maintains system documentation;
- Identifies system malfunctions and recommends and coordinates their resolution;
- Generates a variety of specialized statistical and operational reports as requested;
- Provides technical interpretation to department management and operational interpretation to the San Diego Data Processing Corporation staff and private computer vendors;
- Develops and provides procedures training to user personnel;
- Prepares, monitors, and analyzes the department's data processing budget;
- Reviews new technology to determine suitability for department use;
- Represents the department on technical committees;
- Maintains records and prepares reports;
- May supervise technical support personnel.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** one year of recent information systems management experience (within the last 5 years) which must include as primary job functions all of the following: systems problem-solving, systems design and analysis, and providing technical assistance to others on major computer systems which are run on a variety of platforms. Qualifying experience as described above may be substituted for the required education on a year-for-year basis.

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* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.